

**MICHIGAN DEPARTMENT OF EDUCATION
PUPIL TRANSPORTATION ADVISORY COMMITTEE**

Thursday, October 7, 2010
State Board Room (4th Floor), John A. Hannah Building

**PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETING
9:00 – 10:15 a.m. – Hannah Building – State Board Room**

The subcommittee meets prior to the regular meeting to review and discuss agenda items in preparation for the regular meeting. PTAC representatives are welcome to attend. Topics covered include:

- a) Curriculum and Training
- b) Management and Best Practices
- c) State and National Issues

**PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING
10:30 - 12:00 NOON – Hannah Building – State Board Room**

I. CALL TO ORDER

The meeting was called to order at 10:35 a.m. by Mary Ann Chartrand.

II. ROLL CALL AND RECOGNITION OF GUESTS

- ☒ Michigan Department of Education: *Mary Ann Chartrand, Ken Micklash, Louis Burgess*
- ☒ Michigan State Police: *Jill Bennett (Alternate)*
- ☐ Michigan Department of Transportation: *Andrea Brush (Primary)*
- ☐ Michigan Department of State: *Carol Reagan (Primary)*;
- ☒ Michigan Assn for Pupil Transportation: *Karen Losch (Primary)*
- ☒ Michigan Assn for School Business Officials: *Matt Losch (Primary)*
- ☐ Michigan Assn of School Administrators: *Mark Bielang (Primary)*
- ☐ Michigan Education Association: *Art Przybylowicz (Primary)*
- ☐ Michigan Assn of School Boards: *Don Wotruba (Primary)*
- ☒ Training Agency Association of Michigan: *Vince Weiler (Primary)*; *Steve Osborne (Alternate)*
- ☐ Michigan Head Start Association: *Kim Aultman*
- ☐ Michigan PTA:
- ☒ Middle Cities Education Association: *Fred Clarke (Primary)*
- ☒ Michigan Association of Inter. School Administrators: *Kim Hooper (Primary)*
- ☐ Michigan Association of Non Public Schools: *Brian Boderick (Primary)*
- ☒ Representative of Northern Michigan Directors: *William Coaster (Primary)*
- ☒ Representative of Rural Directors: *Kevin Doty (Primary)*
- ☐ Representative of Urban Directors: *Carl Ingram, Sr., (Primary)*
- ☐ Representative of Suburban Directors: *John Roeck, (Primary)*
- ☒ Representative of Special Ed. Trans. Directors: *Daryl Detloff*

- ☒ Representing School Bus Drivers: *Frank Brown*
- ☒ Dean Transportation: *Duane Kooyers (Alternate)*
- ☐ Goby & Associates: *Dale Goby (Primary)*
- ☒ Other: *Mac Dashney, Sandra Hines, Chris White*

III. APPROVAL OF June 10, 2010 MEETING MINUTES

Moved that the minutes be approved. Supported. Passed.

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA

Moved to approve the agenda as presented. Supported. Passed.

V. OPENING COMMENTS/ANNOUNCEMENTS/PRESENTATIONS

- A. Presentation – Count Week Alignment
Dianne Easterling, Special Education Finance Consultant with MDE, presented information related to the topic of revising the pupil transportation count week. This has been discussed in the past and input is being requested. There is an ongoing discussion regarding changing the pupil count day to coincide with the special education pupil count for transportation week. Ken Micklash will send out the information and ask PTAC members to respond with preferences at the February meeting.

B. MDE Initiated (Micklash, K. Losch, and VanCampen)

1. School Bus Driver Medical Examination transition update

Ken Micklash reported that the transition to the use of the new exam has been smooth. Karen Losch reported that there has been an increase in the number of 3- or 6-month licenses issued by physicians.

2. School Bus Inspections

Jill Bennett of the Michigan State Police reported that there will be only five school bus inspectors in the field starting soon. Although the law requires annual inspections, reductions in staff will likely make that impossible. A member suggested that MDE provide districts with some direction regarding the lack of inspections.

3. PTAC membership review

4. Other

Mary Ann Chartrand notified the members that long-time member Sharron VanCampen has taken another position with the State Police. In recognition of her long and valued service, MDE will present a certificate to Sharron.

VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC

A. Curriculum and Training (Coaster)

1. Supervisor Continuing Education Update

Bill Coaster reported that the evaluations of the last cycle of training showed great satisfaction by the participants.

Mac Dashney reported on the rate of participation in the various sections offered. A number of districts are out of compliance with state law. MDE will be given the list and will follow up with those districts.

B. Management and Best Practices (Goby)

1. Advisory Practices and Guidelines now back on MDE website

Ken Micklash reported that the pupil transportation website has been updated to reflect the new name that PTAC recommended: Pupil Transportation Advisory Practices and Guidelines.

C. State and National Issues (Hooper/Micklash/Losch/Doty/Dean/Goby)

1. National Congress on School Transportation Follow Up

These seven people attended the national conference:

Ken Micklash, MDE
Kim Hooper, Wayne RESA
Lori Richardson, Oakland Schools
Matt Losch, Grand Ledge Schools (Representing MSBO)
Dale Goby, Pupil Transportation Consultant
Kellie Dean, Dean Transportation
Kevin Doty, Mason Public School

The team will continue to meet throughout the next five years in preparation for the 2015 meeting.

2. Statewide School Bus Driver Data Base Update

Ken Micklash reported that 20,000 bus drivers are trained in Michigan. Wayne RESA volunteered to host a database that is used by 14 or the 15 training agencies. The goal is to update the data quarterly so that the training each driver has completed can be accessed by the training agencies.

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER

- A. Curriculum and Training - (No items)
- B. Management and Best Practices - (No items)
- C. State and National Issues - (No items)

VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK

- A. MDE Initiated
 - 1. To Curriculum and Training - (No items)
 - 2. To Management and Best Practices - (No items)
 - 3. To State and National Issues - (No items)
- B. PTAC Initiated
 - 1. To Curriculum and Training - (No items)
 - 2. To Management and Best Practices - (No items)
 - 3. To State and National Issues - (No items)

IX. OTHER ISSUES

Upcoming meeting dates for 2010-2011
February 17, 2011
June 9, 2011

X. ADJOURNMENT

The meeting adjourned at 12:05 p.m.

2010 Transportation Supervisors' Continuing Education Program Preliminary Status Report

78%	Percentage of fleets completing CEP	257.1851(2) Flt compliance	648	Percent Classes completed	100%	
826	Probable* number of school bus fleets.	Average Class Size	24	Supervisors attending CEP	786	
33	Scheduled Classes	257.1851(2) Flt noncompliance	178	Classes completed	33	
Session #	Program Date	Scheduled Instructor	Location	Training Agency	Classes	Attendance
1	Friday, February 26, 2010	Mac Dashney	Mich Virt Univ On-site training	Iosco RESA		13
	Friday, February 26, 2010	Mac Dashney	Mich Virt Univ Off-site internet access	NW Mich TC		12
	Friday, February 26, 2010	Mac Dashney	Mich Virt Univ Off-site internet access	Oakland Schools	1	9
2	Thursday, March 04, 2010	Steve Osborne	Macomb ISD	Macomb ISD	1	19
3	Wednesday, March 17, 2010	Burr Smith	Kent ISD	Kent ISD	1	20
4	Monday, March 22, 2010	Burr Smith	Kent ISD	Kent ISD	1	31
5	Tuesday, March 23, 2010	Steve Osborne	Saginaw ISD	Saginaw ISD	1	25
6	Wednesday, March 24, 2010	Mac Dashney	KRESA	KRESA	1	29
7	Thursday, April 01, 2010	Mac Dashney	Oakland Schools	Oakland Schools	1	40
8	Tuesday, April 13, 2010	Nate Rowen	Genesee ISD	Genesee ISD	1	21
Friday, April 16, 2010						
9	Wednesday, May 05, 2010	Burr Smith	Muskegon ISD	Ottawa Area ISD	1	39
10	Thursday, May 27, 2010	Kim Hooper	Wayne RESA	Wayne RESA	1	21
12	Tuesday, June 15, 2010	Dale Goby	Mason-Lake ISD	NW Mich TC	1	21
11	Tuesday, June 15, 2010	Nate Rowen	KRESA	KRESA	1	25
13	Wednesday, June 16, 2010	Kim Hooper	Tawas	Iosco RESA	1	9
14	Thursday, June 17, 2010	Dale Goby	St. Ignace Area School	Eastern UP ISD	1	31
15	Monday, June 21, 2010	Dale Goby	Stanton	Iosco RESA	1	24
17	Tuesday, June 22, 2010	Kim Hooper	Saginaw ISD	Saginaw ISD	1	22
16	Tuesday, June 22, 2010	Steve Osborne	Macomb ISD	Macomb ISD	1	12
18	Wednesday, June 23, 2010	Dale Goby	Jackson ISD	Jackson ISD	1	33
19	Friday, June 25, 2010	Kim Hooper	TBA ISD	NW Mich TC	1	22
20	Tuesday, June 29, 2010	Nate Rowen	Genesee ISD	Genesee ISD	1	13
21	Thursday, July 01, 2010	Mac Dashney	Wex-Mis ISD	NW Mich TC	1	6
22	Friday, July 09, 2010	Kim Hooper	Washtenaw ISD	Washtenaw ISD	1	28
23	Wednesday, July 14, 2010	Kim Hopper	Wayne RESA	Wayne RESA	1	26
24	Tuesday, July 20, 2010	Dale Goby	KRESA	KRESA	1	31
Friday, July 23, 2010						
25	Wednesday, July 28, 2010	Steve Osborne	NMU University Center	NMU	1	27
26	Thursday, July 29, 2010	Steve Osborne	NMU University Center	NMU	1	32
27	Wednesday, August 11, 2010	Nate Rowen	Jackson ISD	Jackson ISD	1	14
28	Monday, August 16, 2010	Mac Dashney	St. Clair ISD	St. Clair	1	23
29	Tuesday, August 17, 2010	Mac Dashney	On-line class	NW Mich TC	1	2
30	Tuesday, September 21, 2010	Kim Hooper	Holt Admin Bldg	Iosco RESA	1	32
31	Wednesday, September 22, 2010	Dale Goby	Clare-Gladwin RESD	NW Mich TC	1	18
32	Tuesday, September 28, 2010	Dale Goby	KRESA	KRESA	1	30
33	Tuesday, September 28, 2010	Kim Hooper	Wayne RESA	Wayne RESA	1	32
Friday, September 28, 2010						

* MDoSP school bus inspection report

Work Plan & Timeline for School Bus Fleet Managers' Continuing Education Program **Year One (2010-11)** **Year Two (2011-12)**

October – December	January – March	April – June	July – September	October – November	December – January	February – August	September – October
<p>PTAC Status report of current training program (10/10)</p> <p>TAAAM final status report to training agencies (10/10)</p> <p>Final report of results of training program just completed.</p> <p>Include conclusions and recommendations for future training activities based upon data collected from program evaluations.</p> <p>Communicate and interact with school bus drivers or school bus fleet managers, depending upon program being reviewed, to determine needs and wants for subsequent continuing education programs.</p> <p>TAAAM Board meeting (12/10) – status report of CEP planning activities</p> <p>MDoE, MDoSP, & TAAAM meet (12/10) to review status of school bus fleets.</p> <p><u>TAAAM agencies update school bus fleet constituents.</u></p>	<p>PTAC meeting (2/11) present final report of 2010 CEP outcomes</p> <p><u>Identify curriculum/training topics suggested by fleet managers and contemporary topics that are important to the professional development of managers.</u></p> <p><u>TAAAM meeting (2/11) present curriculum ideas from 2008 CEP evaluations</u></p> <p>Determine topics that are common to managers based upon diversity of fleet size, operation, and management organization.</p> <p><u>Identify prospective professional development topics or changes to existing curriculum topics.</u></p> <p>Involve appropriate agency or organization staff to review topics.</p>	<p>TAAAM meeting (4/11): Executive Committee - (1) identify a continuing education development plan;</p> <p>(2) approve a proposal to develop a continuing education program for school bus fleet managers, and;</p> <p>(3) approve a curriculum concept outline.</p> <p>TAAAM Super Comm Mtg (5/11)</p> <p>PTAC meeting (6/11) present curriculum concept outline</p> <p>Identify curriculum activities, materials, and resources.</p> <p>Agencies/organizations review and or contribute activities, materials, resources.</p> <p>TAAAM meeting (6/11) review and approve final curriculum plan</p> <p>Mtg with MDoT (6/11). Purpose review curr. mat'l's & resources.</p> <p>Mtg with MDoS July 2011. Purpose review curr mat'l's & resources.</p>	<p>TAAAM meeting (8/11) first review of full CEP curriculum</p> <p>Prepare curriculum:</p> <ul style="list-style-type: none"> • Write objectives • Write strategies • Determine instructional activities & tasks • Identify equipment & materials • Prepare curriculum evaluation methods <p>Identify program instructors.</p> <p>Agency/organizations meet with curriculum development team.</p> <p>Purpose is final review of curriculum to insure content accuracy.</p>	<p>PTAC meeting (10/11) proposed manager continuing education program for approval during PTAC meeting.</p> <p>Curriculum development team, MDoE and TAAAM publish curriculum materials for continuing education program.</p> <p>Develop program to train instructors to deliver the fleet managers' CEP</p> <p>MDoE, MDoSP, & TAAAM meet (11/11) to review status of school bus fleets.</p> <p><u>MDoSP provides 2008-09 list of school bus fleets inspected.</u></p> <p>TAAAM agencies update school bus fleet constituents.</p> <p>MDoE updates list of school bus fleets that must meet CEP legal requirements.</p>	<p>TAAAM meeting (12/11) TAAAM & MDoE put together and publish a training schedule for school bus fleet managers' professional development programs.</p> <p>TAAAM training agencies communicate and promote school bus fleet managers' training programs.</p> <p>TAAAM prepares and distributes CEP materials to all training agencies.</p>	<p>Train instructors to deliver the fleet managers' CEP</p> <p>PTAC meeting (2/12) presentation of CEP delivery plan & schedule</p> <p>TAAAM meeting (2/12) review CEP deliver plan</p> <p>Carry out school bus fleet managers' CEP (2/1/12 to 9/30/12):</p> <p>Convene CEP instructors' meetings</p> <ol style="list-style-type: none"> 1. April, 2012 2. July, 2012 3. October, 2012 <p>Present CEP status reports to TAAAM:</p> <ol style="list-style-type: none"> 1. April, 2012 2. July, 2012 3. August, 2012 4. October, 2012 	<p>Complete CEP training schedule</p> <p>Convene CEP instructors' final meeting</p> <p>Present End-of-Training status report to TAAAM (10/12)</p> <p>Present End-of-Training status briefing during PTAC meeting (10/12)</p> <p>Meet with TAAAM training agencies to review attendance at fleet managers' CEP training programs.</p> <p>Purpose is to determine an accurate count of school bus fleets in compliance with PA-187 of 1990 Section 1851(2).</p> <p>Present a CEP, final report to MDoE & PTAC (2/13)</p>